

### DEFENSE APPLICATIONS TECHNOLOGY AGENCY

OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY

GROUP B

# DEVELOPING AN AFFIRMATIVE EMPLOYMENT PROGRAM



## DESIGN AN ORGANIZATION AFFIRMATIVE EMPLOYMENT PROGRAM

#### **OVERVIEW**

- LEGAL AND REGULATORY BASIS
- PURPOSE AND DEFINITIONS
- SPECIAL EMPHASIS PROGRAMS/ TRAINING
- FEDERAL SECTOR AFFIRMATIVE EMPLOYMENT PLAN REQUIREMENTS AND "HOW TO"

#### COURSE OBJECTIVES

- PROVIDE LEGISLATIVE BASES FOR AFFIRMATIVE EMPLOYMENT IN THE FEDERAL SECTOR
- DESIGN AN ORGANIZATION AFFIRMATIVE EMPLOYMENT PROGRAM
- PROVIDE A GUIDE TO DEVELOPMENT AND SUBMISSION OF AN AFFIRMATIVE EMPLOYMENT PROGRAM MULTI-YEAR PLAN AND THE ANNUAL ACCOMPLISHMENT REPORT AND UPDATE

#### LEARNING OBJECTIVES

TO DESIGN AN **AFFIRMATIVE EMPLOYMENT PROGRAM INCLUSIVE OF A MULTI-**YEAR **AFFIRMATIVE EMPLOYMENT PROGRAM** PLAN AND THE ANNUAL COMDITCHMENT

## LEGAL AND REGULATORY BASES FOR AFFIRMATIVE EMPLOYMENT

- TITLE VII OF THE CIVIL RIGHTS ACT OF 1964
- EXECUTIVE ORDER 11478, 1969
- EEO ACT OF 1972
- REHABILITATION ACT OF 1973, SECTION 501
- REHABILITATION ACT OF 1973, AS AMENDED 1992

## LEGAL AND REGULATORY BASES FOR AFFIRMATIVE ACTION

- 29 CFR 1608
- FEDERAL EQUAL OPPORTUNITY RECRUITMENT PROGRAM (FEORP)

### SPECIAL EMPHASIS PROGRAMS

- FEDERAL WOMEN'S PROGRAM
- INDIVIDUALS WITH DISABILITIES PROGRAM (EEOC MD 712 & 713)
- BLACK EMPLOYMENT PROGRAM
- ASIAN/PACIFIC ISLANDER EMPLOYMENT PROGRAM
- HISPANIC EMPLOYMENT PROGRAM
- AMERICAN INDIAN/ALASKAN NATIVE PROGRAM
- MINORITY COLLEGE OUTREACH PROGRAM/PARTNERSHIP AGREEMENTS

## FEDERAL AFFIRMATIVE EMPLOYMENT PLANS

- EEOC MANAGEMENT DIRECTIVE 714 FEDERAL AFFIRMATIVE EMPLOYMENT MULTI-YEAR PROGRAM PLAN
- EEOC MANAGEMENT DIRECTIVES 712 AND 713 AFFIRMATIVE ACTION FOR HIRING, PLACEMENT AND ADVANCEMENTS OF INDIVIDUALS WITH DISABILITIES
- OPM: 5 CFR 720, SUBPART C 720.301, DISABLED VETERANS AFFIRMATIVE ACTION PROGRAM PLAN

PREPARING AN **AFFIRMATIVE EMPLOYMENT** PROGRAM PLAN (AEPP) AND ANNUAL ACCOMPLISHMENT REPORT AND UPDATE

#### SUMMARY CONTENTS

- COMPREHENSIVE WORK FORCE ANALYSIS
- IDENTIFICATION OF UNDER-REPRESENTED GROUPS
- ESTABLISHMENT OF AFFIRMATIVE EMPLOYMENT GOALS (IF NEEDED)
- PROBLEM/BARRIER IDENTIFICATION

#### SUMMARY CONTENTS (CONT)

- COMPREHENSIVE PLAN OF ACTION
- PLAN FOR PREVENTION OF SEXUAL HARASSMENT
- MONITORING AND EVALUATION SYSTEM
- DISCRIMINATION COMPLAINTS
- STAFF COORDINATION/SUBMISSION

#### **DEFINITIONS**

- Civilian Labor Force (CLF): Persons, 16 years of age or over, excluding those in the Armed Forces, who are employed or seeking employment.
- National CLF: Persons, 16 years of age or over, excluding those in the Armed Forces, who are employed or seeking employment throughout the nation.
- Local CLF: Persons, 16 years of age or over, excluding those in the Armed Forces, who are employed or seeking employment throughout the standard metropolitan area for each respective.
- Conspicuous Absence: Particular EEO group that is nearly or totally nonexistent from a particular occupation or grade level in the work force.

#### **DEFINITIONS (CONT)**

- Manifest Imbalance: Representation of EEO groups in a specific occupational grouping or grade level in the agency's work force that is substantially below its representation in the appropriate CLF.
- Parity: When work force representation equals the appropriate CLF.
- PATCOB: Abbreviation for the six major occupational groupings used by EEOC in making work force/CLF comparisons. Professional, Administrative, Technical, Clerical, Other and Blue Collar.
- <u>Underrepresentation</u>: When work force representation for a particular protected group is less than the appropriate Civilian Labor Force for that group.

#### WHAT'S IN AN AEPP?

- COVER PAGE
  - NUMBER OF EMPLOYEES

    COVERED UNDER THE PLAN
  - NAME OF CONTACT PERSON
  - PRINCIPAL EEO OFFICIAL
  - HEAD OF THE ORGANIZATION
- EEO POLICY STATEMENT

- DELEGATION OF AUTHORITY
  - I.E., COMMANDER/DIRECTOR, EEO OFFICER, EEO SPECIALIST, EEO COUNSELOR, ETC
- ORGANIZATION CHART
- CERTIFICATION OF QUALIFICATIONS OF EEO OFFICIALS
- PLAN FOR THE PREVENTION OF SEXUAL HARASSMENT
- STATEMENT OF MONITORING AND EVALUATION SYSTEM

- PROGRAM ANALYSIS
  - ORGANIZATION AND RESOURCES
  - WORK FORCE
  - DISCRIMINATION COMPLAINTS
  - RECRUITMENT AND HIRING

- PROGRAM ANALYSIS (CONT)
  - EMPLOYEE DEVELOPMENT PROGRAMS
  - PROMOTIONS
  - SEPARATIONS
  - PROGRAM EVALUATION

- PROBLEM AND BARRIER IDENTIFICATION
- REPORT OF OBJECTIVES AND ACTION ITEMS
- DEFINITIONS
- STATISTICAL DATA

#### NUMERICAL OBJECTIVES

#### ANNUAL AEPP ACCOMPLISHMENT REPORT AND UPDATE

- SUMMARY ANALYSIS OF WORK FORCE
  - PATCOB
  - GRADE GROUPS
  - MAJOR OCCUPATIONS
- REPORT ON ACTION ITEMS
- NOTEWORTHY ACTIVITIES AND INITIATIVES
- GOALS/OBJECTIVES FOR UPCOMING YEAR



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AFFIRMATIVE EMPLOYMENT PROGRAM MULTI-YEAR PLAN FISCAL YEAR (FY) 1999-2004